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APPENDIX DPHYSICAL SECURITY STANDARDS FOR AA&E AT CONTRACTOR-OWNED FACILITIES

D100

a. Facility Construction. New or existing storage and production facilities of AA&E must be built as specified in chapters 4 and 5 of this instruction and DOD 4145.26-M. Up to 30 arms may be stored in a GSA-approved Class V safe with a built-in Group 1R changeable combination lock. Determination of the suitability of all structures will be provided to the DIS cognizant Security Officer by CNO (N09N)

b. Security Program. The contractor's security program must include lock and key control, fencing, lighting, perimeter access control, IDS, and a security/response force. The contractor must develop written procedures which comply with the physical security standards of this instruction. These procedures must be available at the contractor's facility for review by government representatives.

c. Security/Response Force. Alarm response may be by: (1) a central station security force, (2) a proprietary or subcontracted security force (3) law enforcement officials, or (4) trained, designated employees when no other manner of investigative response is available, subject to DIS approval.

(1) Alarm response must be within 15 minutes.

(2) Security forces dispatched by an alarm monitoring station must wait on the premises for at least 1 hour or until a designated representative of the contractor arrives. If a contractor representative does not arrive within 1 hour, the alarm monitoring station must submit a report of the incident within 24 hours that includes the name of the subscriber facility, the date and time of the alarm, and the name of the contractor's representative who was contracted to respond.

d. Additional Security Measures. Review weapon system production lines before operations to identify potential diversion risks or pilferable items that may require additional physical security measures to prevent theft. Any identified vulnerabilities and implemented physical security measures must be incorporated into the contractor's security procedures and be available for government review. Measures may include:

- (1) intensified entry/exit inspections,
- (2) additional barriers,
- (3) use of metal detectors at exits,

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(4) separation of privately-owned vehicle parking from production, shipping and receiving areas, and trash containers,

(5) CCTV surveillance,

(6) removal of weapons to storage areas, or protection of the production line when it is unattended.

e. Classified AA&E. Contractors manufacturing, storing, transporting, or otherwise holding classified AA&E will be cleared in accordance with reference (x).

f. Intrusion Detection Systems (IDS).

(1) General All material and equipment used in the IDS must meet the criteria prescribed in UL standards for Intrusion Detection Units, UL-639, and be listed with the UL. A list of manufacturers of UL listed IDS equipment can be found in the Automobile, Burglary Protection, and Mechanical Equipment Directory under Intrusion Detection Units (ANSR). Copies of this directory may be obtained from:

Underwriter Laboratories, Inc.
Publication Stock
333 Pfingsten Road
Northbrook, IL 60062

(2) All IDS material and equipment must be installed as delineated in the criteria established for Extent No. 3 in the UL standards for installation and classification of Mercantile Bank Burglar Alarm Systems, UL-681.

(3) Construction, performance, and operation of proprietary alarm system equipment must follow the criteria established for Grade AA and Installation No. 3 in the UL Standards for Proprietary Burglar Alarm Units and Systems, UL-1076. See the UL Automotive, Burglary Protection, and Mechanical Equipment Directory under Proprietary Alarm Systems (CVWX).

(4) The operation of electrical protection circuits and devices that are signaled automatically, recorded in, maintained in, and supervised from a central station with operators and alarm response personnel must be in accordance with the criteria established for Grade AA and Installation No. 3 systems in UL Standards for control-Station, Burglar Alarm System, UL-611. Available UL-certified central control stations can be located in the UL Automotive, Burglary Protection, and Mechanical Equipment Directory Under Central Station (CPVX).

(5) Test IDS monthly and maintain records of tests for the duration of the contract or 1 year (whichever comes first).

D101. Incident Reports. Contractors must report all losses and thefts of Risk Category AA&E to the cognizant DIS industrial

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security office within 72 hours of discovery. Also notify local law enforcement agencies, the FBI, and the Navy contracting authority.

D102. Security Surveys and Inspections. To ensure a prospective contractor will satisfy physical security requirements of this instruction, a preaward security survey should be performed by government personnel. DIS may participate in this survey. Security inspections will be performed by the cognizant DIS security office at 18-month intervals during the the contract period to ensure compliance with this instruction.

D103. Waivers and Exceptions. Requests for waivers or exceptions to security requirements in this instruction must be submitted, in writing, by the contractor to the government procurement contracting officer, who will coordinate the requests with DIS. These requests, with recommendations, will be forwarded to CNO (N09N1) for decision. Waivers are normally granted for 1 year; exceptions for longer periods. Requests must state why the contractor is unable to meet requirements, and outline compensatory or equivalent protection measures proposed to provide comparable security. Also provide details of projects designed to correct waived deficiencies, as well as the expected date of completion. Waivers may be extended, but only after review of the circumstances necessitating an extension, and will state first extension, second extension, etc. Forward to the Commander, Military Traffic Management Command, ATTN: MT-IN, 5611-Columbia Pike, Falls Church, VA. 22041-5050, copies of approved waivers applying to commercial carrier's transportation minimum security standards. Include compensatory measures taken. Copies of approved exceptions will be furnished to the applicable DIS cognizant security officer.

D104. Accountability. The contractor must:

a. Have an accountability system for both explosive components and end items produced under a DON contract, or furnished or released to a contractor by the Navy. Records kept under the system will reflect nomenclature and serial number; amounts produced, shipped, and on hand; and the location of explosive components and end items. Retain accountability records which reflect the disposition of the item for 2 years.

b. Review accountability records and conduct an inventory of AA&E in bulk storage quarterly. The contractor must inventory uncrated items and items in unsealed crates by serial number. Sealed, crated arms will be inventoried by counting sealed crates and containers. At facilities where weapons are tested, inventory daily the weapons drawn from storage for testing purposes.

c. Dispose of residual material per the instructions of the government contracting officer and reference (q).

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D105. Significant Incident Reports. Any robbery or attempted robbery; forced entry or attempted force entry (with physical evidence of the attempt); evidence of terrorist involvement; or illegal trafficking in Risk Category AA&E, will be reported to DIS and CNO (N09N1) within 48 hours as explained in chapter 8 of this instruction.

D106. Arms Parts. Store arms parts as set forth in chapter 4 of this instruction.

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